



AmeriCorps Member Generic Position Description Overview

The Iowa Department of Public Health AmeriCorps Mentoring Program is a statewide initiative through the Division of Behavioral Health, Bureau of Substance Abuse. This program focuses on building capacity and sustainability in youth serving mentoring programs. Members will be placed at mentoring programs statewide to help strengthen the areas of building community partnerships, mentor/mentee recruitment, mentor/mentee or parent training, curriculum development and sustainability planning. **Member recruitment will officially begin for specific sites with members enrolled by November 1.**

The *AmeriCorps Member Generic Position Description Template* should be used by each funded site to create a site specific *AmeriCorps Member Position Description*. Each area in the template must be filled out and individualized with program specific information. **Information highlighted in yellow in the template must remain in the description.** The following items should also be included in the position description:

- Goals of the IDPH AmeriCorps Mentoring Program in the program's position description. Successful programs utilize service as a strategy to meet community needs, while supporting the development of the AmeriCorps member/s serving with the organization. All applicants will serve towards the same goals of the IDPH AmeriCorps Mentoring Program including:
 1. AmeriCorps members will assist each program in the strengthening of a Sustainability Plan with support and guidance from IDPH via trainings, meetings and templates.
 2. AmeriCorps members will recruit at least 10-20 new mentors per host site.
 3. AmeriCorps members will create and facilitate 3 trainings per host-site focused on substance abuse prevention education to at least 60 participants.
- Members will follow guidelines against participation in Prohibited Activities and must be specific in the description of the position. The list of prohibited activities is identified on page 7-8 in the manual found at the following link and must be included in the actual

Position Description:

<http://www.nationalservice.gov/sites/default/files/upload/AmeriCorps%20TermsConditions%204%200215.pdf>.

- Members will have recurring access to vulnerable populations as the AmeriCorps Mentoring Program population of focus is youth. This must be included in the position description
- Corporation for National and Community Service (CNCS) and the Iowa Commission on Volunteer Service (ICVS) make it a requirement that members do not conduct duties that could be viewed as replacing staff. Language such as “administrative duties” or “other duties as assigned” is prohibited and care must be made to ensure they are not included.
- It must be stated that sick time, vacation time and holidays are not counted towards the hours needed to complete the term. Members are not allowed to serve from home
- Do not list fundraising activities.

Each position description must be reviewed and approved by the AmeriCorps Project Director prior to use. Please contact Julie Hibben, AmeriCorps Program Director, to submit the position description for review or for additional information at julie.hibben@idph.iowa.gov.